

**PURPOSE**

The purpose is to establish the policy and procedure for the Michigan Department of Health and Human Services (MDHHS) to ensure that MDHHS will establish and implement procedures that will allow facility access in support of restoration of operations, computing resources and critical data under the Disaster Recovery Plan and Emergency Mode Operations Plan during an emergency.

**DEFINITIONS**

**ePHI** is the acronym for Electronic Protected Health Information. It is Protected Health Information that is transmitted or maintained in electronic form.

**PHI** is the acronym for Protected Health Information. It is information that can identify a person and contains health related data pertaining to that person.

**Workforce Member** means employees, volunteers and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. This includes full and part time employees, affiliates, associates, students, volunteers and staff from third party entities who provide service to the covered entity.

**POLICY**

It is the policy of the MDHHS to establish a plan designed to maintain and restore business operations, including computer operations, in the event of system failures, emergencies or disaster.

MDHHS shall develop procedures to address how ePHI will be restricted to authorized workforce members and other persons during a restoration operation.

MDHHS shall develop contingency operations procedures to work with the MDHHS Disaster Recovery Plan and the Emergency Mode Operation Plan as they are developed.

**PROCEDURE****Department of Information Technology/Division Director or  
Section Supervisor/Manager**

Define the organization name, system names and system manager point of contact. Manager point of contact shall include phone,

alternate phone and backup person's contact information. Provide a description of the system including purpose, location, architecture, system backup procedures and locations (tape), UPS, any interconnected systems and any supporting system diagrams.

Identify and coordinate with internal and external points of contact associated with the system to characterize the ways that they depend on or support the IT system. When identifying the points of contact, organizations that provide or receive data from the system as well as contacts supporting any interconnected systems must be included. MDHHS shall characterize the full range of support provided by the system, including security, managerial, technical and operational requirements.

Identify the applications, data files and IT resources critical to the objectives listed in the Emergency Mode Operations Plan.

Create a list of critical roles of the individuals identified in the Emergency Mode Operations Plan and the Disaster Recovery Plan.

Based on the results of the criticality assessment, categorize applications by order of criticality based on contingency resource allocations and expenditures, time, effort and costs.

## REFERENCES

[45 CFR 164.310\(a\)\(1\)](#)

## CONTACT

For additional information concerning this policy and procedure, contact the MDHHS Security Officer at [MDHHSPrivacySecurity@michigan.gov](mailto:MDHHSPrivacySecurity@michigan.gov).